

2-Way Memo

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replier to message):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

30 June 81

ROUTING SYMBOL

STAT

TITLE OF ORIGINATOR

P&PS/OL

Subject: Quarterly Mileage and Fuel Consumption Report

To :



FOLD

INITIAL MESSAGE

FOLD

Dave:

As I explained during our recent telecon, as part of the Agency's ongoing energy conservation program, P&PS has been tasked to gather data on mileage and fuel consumption on Agency vehicles on a quarterly basis. The last report received from [redacted] reflected a reporting period of October 1980 - 19 March 1981. The report resubmitted on 15 June still reflects the same period - October 1980 - 19 March 1981. What is actually required [redacted] is a report showing mileage and fuel consumption by each quarter as shown below.

1 October 1980 through 31 December 1980

1 January 1981 through 31 March 1981

1 April 1981 through 30 June 1981

I hope the above clarifies as to what is required. Thanks for your help. Regards.

REPLY MESSAGE

Per your request, listed below are the fuel consumption and mileage by each quarter for [redacted] Gov't Vehicles:

	GSA-ASSIGNED VEH.		GOV'T VEH.	
	MILEAGE	FUEL	MILEAGE	FUEL
01 Oct - 31 Dec 80	572	31 GAL	1426	104 GAL
01 Jan - 31 Mar 81	446	25 GAL	1522	111 GAL
01 Apr - 30 Jun 81	885	49 GAL	2167	158 GAL

(Con't)

Attached herewith is the Mileage and Fuel Consumption Report for the period 01 Apr - 30 June 81. If you have any further questions, please contract me. Many thanks and sorry for the delay.

From :

Barbara

DATE OF REPLY

07 July 1981

ROUTING SYMBOL

STAT

TITLE OF REPLIER

STAT

REPORTING ACTIVITY:

DATE: 07 JULY 1981

QUARTERLY PERIOD: 01 APR - 30 JUN 1981

I. TYPES OF VEHICLES

A. Subcompact/Compact Sedans, Station Wagons

B. Midsize Sedans, Station Wagons

C. Large Sedans, Station Wagons

Number of Assigned Vehicles	Number of GSA-Leased Vehicles	Total Miles Driven
_____	_____	_____
_____	1	885
1	_____	2167
TOTALS.....	1	3052

II. FUEL CONSUMPTION

A. Dispensed from Agency pumps

B. Purchased Commercially

(1) Imprest Funds

(2) Credit Cards

(3) Navy Motor Pool

C. GSA Interagency Motor Pool System

Gallons	Gasoline Cost	Gallons	Diesel Cost
_____	_____	_____	_____
_____	\$	_____	\$
_____	\$	_____	\$
9 158	\$ 204	_____	\$
49	63	_____	_____
TOTALS.....	207	_____	\$